

9 **TRANSMITTAL** **P** **FILE**
18 Jan '54
 (Date)
 TO: [REDACTED]
 BUILDING [REDACTED] ROOM NO. [REDACTED]
 REMARKS:
 I'd prefer not to go any further with this at this time. Please call it all off for later consideration.
 Discussed [REDACTED]
 22 Jan 54
 J.H.P.
 FROM: [REDACTED]
 BUILDING [REDACTED] ROOM NO. [REDACTED] EXTENSION [REDACTED]
 FORM NO. 36-8
 SEP 1946
 16-65268-1 GPO

25X1

25X1

SECRET

TAB A

REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE
FROM O&M SERVICE

PROJECT NUMBER

4-3

TYPE OF PROJECT

☐ Survey☐ System☒ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DD/P-Admin

DATE OF REQUEST

8 June 1953

ELEMENTS OF PROJECT

☐

(1) Organization

☒

(3) Procedures

☐

(5) Work Measurement

☐

(7) System & Equipment

☐

(2) Staffing

☐

(4) Reporting

☒

(6) Records & Files

☐

(8) Staff Study

TITLE OF PROJECT

Studies of Projects

BRIEF DESCRIPTION OF PROJECT

1. Analyze, in collaboration with FI, PP, PM and the Area Divisions, the suggestions made by the Auditor-in-Chief that project summaries be prepared and maintained for use in the indoctrination of new case officers. (See attached memo dated 8 Apr 53)
2. Report pertaining to this matter should include necessary procedures and/or DD/P directives, if indicated.

7/8/53 - 5% completed

FOR USE OF REQUESTING OFFICE

TIMING CONSIDERATION (starting date desired & condition of urgency, if any)

Routine

FOR USE OF O&M SERVICE

NAME OF ANALYST DEVELOPING PROJECT

ESTIMATED MAN DAYS REQUIRED

Analyst

Clerical

Total

STARTING DATE APPROVED

TARGET DATE

NAME, TITLE & SIGNATURE OF REQUESTOR

AS

ICER

MANAGEMENT BOARD APPROVAL

OTHER APPROVAL, IF REQUIRED

DATE OF MANAGEMENT BOARD ACTION

REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE

PROJECT NUMBER

TYPE OF PROJECT

☒ Survey ☐ System
☐ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DD/P Admin

DATE OF REQUEST

14 January 1954

ELEMENTS OF PROJECT

☒ (1) Organization ☒ (3) Procedures ☐ (5) Work Measurement ☐ (7) System & Equipment
☐ (2) Staffing ☒ (4) Reporting ☒ (6) Records & Files ☒ (8) Staff Study

TITLE OF PROJECT

Study of Proprietary And Subsidy Projects; Administrative Plans

BRIEF DESCRIPTION OF PROJECT

1. Study the procedures for preparation, submission, reviewing, approving, authorizing, and revision of administrative plans of projects.
2. Study the monitoring for compliance of administrative plans.
3. Review all CIA regulations and Clandestine Services Instructions and delegations of authority as pertains to the financial operations of projects.
4. Study the functions of the Auditor-in-Chief, Commercial Division, Projects Administrative Planning Staff DD/A, Finance Division, Headquarters Case Officers, Field Case Officers as they relate to financial operation of projects.
5. Study organizational relationships of elements referred to in Para. 4 above with regard to handling and monitoring of administrative plans.
6. Study the possibilities of standardization of administrative plans of subsidy projects.
7. Render report together with appropriate recommendations with regard to:
 - a. Proposed procedures for preparation, submission, reviewing, approving, authorizing, and revision of administrative plans.
 - b. Proposed procedures for monitoring such plans for compliance together with placement of responsibilities.
 - c. Proposed regulations, instructions and other appropriate administrative issuances such as Handbooks, standardization of paragraphs, formats, etc.

FOR USE OF REQUESTING OFFICE

TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)

FOR USE OF O&M SERVICE

NAME OF ANALYST DEVELOPING PROJECT

ESTIMATED MAN DAYS REQUIRED

Analyst Clerical Total

STARTING DATE APPROVED

TARGET DATE

NAME, TITLE & SIGNATURE OF REQUESTOR

ASSISTANT MANAGEMENT OFFICER

MANAGEMENT BOARD APPROVAL

OTHER APPROVAL, IF REQUIRED

DATE OF MANAGEMENT BOARD ACTION

25X 1A9a

SECRET